

<<物业管理专业英语>>

图书基本信息

书名：<<物业管理专业英语>>

13位ISBN编号：9787111250197

10位ISBN编号：7111250192

出版时间：2008-9

出版时间：机械工业出版社

作者：韩国波，朱德光 主编

页数：195

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<物业管理专业英语>>

内容概要

本书以物业管理的基础知识与日常事务主题，较全面系统地介绍了高职高专物业管理专业学生在日后涉外交中所必需的实用专业英语知识。

全书所有对话和课文均选自近年来国内外新出版的专业书刊，反映当前物业管理行业最新发展态势。主要内容包括物业管理的基本概念和基本内容、物业管理市场营销、物业管理公司、物业服务类型、住宅特业、商业物业和工业物业、环境管理、设备管理、安全和防火管理、入住办理、物业管理投拆、社区文化、业主委员会的建立以及常用物业文书等物业管理专业知识。

每课包括对话、对话练习、课文、课文注解、生词和词组、课文习以及与本课程内容相关的阅读练习，为便于自学，本书还提供了参考译文和专业词汇表。

本书既可以作为高等职业教育物业管理专业英语教材，也可供有一定英语基础的物业管理从业人员自学和培训使用。

书籍目录

前言 Lesson One Introduction to Property Management Part Conversation Part Reading Material Part Reading Material Lesson Two Property Management Marketing Part Conversation Part Reading Material Part Reading Material Lesson Three Property Management Company Part Conversation Part Reading Material Part Reading Material Lesson Four Different Types of Service Part Conversation Part Reading Material Part Reading Material Lesson Five Residential Estate Part Conversation Part Reading Material Part Reading Material Lesson Six Commercial and Industrial Property Part Conversation Part Reading Material Part Reading Material Lesson Seven Environment Management Part Conversation Part Reading Material Part Reading Material Lesson Eight Facility Management Part Conversation Part Reading Material Part Reading Material Lesson Nine Security and Fire Protection Management Part Conversation Part Reading Material Part Reading Material Lesson Ten Property Owners Move-in Part Conversation Part Reading Material Part Reading Material Lesson Eleven Complaint about the Property Management Part Conversation Part Reading Material Part Reading Material Lesson Twelve Community Culture Part Conversation Part Reading Material Part Reading Material Lesson Thirteen How to Establish an Owners Committee Part Conversation Part Reading Material Part Reading Material Lesson Fourteen Practical Writing for Property Management Part About Practical Writing for Property Management Part Writing Samples Part Writing Practice 附录A 参考译文 附录B 物业管理专业术语 参考文献

章节摘录

The Contents of Property Management In China, the modern sense concept of property management developed from Housing Management Station in Mid-1980's, long with the marketization of real estate industry. In the past, most real estates were state-owned. Housing estates were in the control of the government with very limited services. This kind of management has changed greatly in recent years. Property management is not merely maintenance and repair. The goal of property management is to maximize the desired return (fiscal, social, or physical) from a real estate investment over the life of the property. The result is a clean, quiet, well-managed, well-organized (usually multifamily rental) property. Therefore, property management usually involves various aspects, including physical maintenance and upkeep of the property, marketing and occupancy management, fiscal management, resident relations, personnel and staffing, and security. In one word, to keep the property in normal use and make the environment better for the people living or working in, property management companies must be set up to provide many kinds of services to the owners or tenants directly or indirectly.

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>